

# **Regulations for Acceptance Inspections of Property and Services by I-Shou University**

Adopted by the Executive Board Meeting on November 7,  
1991

Amendments adopted by the University Administration  
Council on June 22, 1994

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Amendments to the Regulations promulgated with the  
consent from the President dated on May 13, 2013

Amendments to Articles 2-4, 8-14, 16 and 17 adopted by  
the University Administration Council on May 15, 2019 and  
promulgated with the consent from the President dated on  
May 20, 2019

- Article 1 The Regulations for Acceptance Inspections of Property and Services by I-Shou University (hereinafter referred to as “the Regulations”) are made by I-Shou University (hereinafter referred to as “the University”) to serve as the legal basis for the acceptance inspections of property and services procured by the University.
- Article 2 The Regulations are made pursuant to the Rules of Consistency of Accounting Systems of School Endowment Corporations and Private Schools Thereof promulgated by the Ministry of Education, and the Government Procurement Act promulgated by the Public Construction Commission, Executive Yuan, after the actual situation of the University is taken into consideration.
- Article 3 Acceptance inspections focus on the following two aspects:
1. quantity; and
  2. quality and functions.
- Article 4 Division of Powers and Duties:
1. Property Management Section of Office of General Affairs: receiving the property procured and checking whether the quantity received is the same as that ordered.
  2. the unit requesting procurement (hereinafter referred to as “the requesting unit”): assessing the quality of the property procured and ensuring that its functions perform normally.

3. Office of Secretariat: making a joint inspection of the quantity with the Property Management Section provided that the value of a procurement project is equal to or more than NT\$50,000.
4. Office of Accounting: supervising and reviewing the acceptance inspection process.
5. the President or his/her authorized representative: granting approval for Acceptance Inspection Forms.

Article 5 Except for property which requires testing, the requesting unit shall, within fifteen days, complete the inspection of the goods, and then clearly state whether to accept or reject the goods. If special circumstances require a further extension of the aforesaid period, such an extension shall be approved by the Dean of General Affairs or his/her authorized representative.

Article 6 Under no circumstances shall staffers in charge of procurement get involved in the acceptance inspections of procurement projects.

Article 7 The following guidelines shall apply to the acceptance inspection process:

1. Staffers in charge of acceptance inspection shall conduct an inspection of each and every item in accordance with procurement-related documents, and they shall also pay attention to any other items specified in the contract.
2. For property which requires installation and testing, no acceptance inspection shall be conducted before the property is properly installed and tested.
3. When it is expressly stated that procured property will be delivered by installments or inspected by segment, partial deliveries or inspection by segment is allowable.
4. For a large number of goods, an inspection by group sampling is acceptable.
5. The staffer in charge of acceptance inspection shall notify the supplier forthwith of providing new products or replacements in accordance with the contract if there is any non-conformity of the quantity, the specifications or the structure to the requirements of samples, the contract or drawings, or if part or all of the property received is damaged or defective.

Article 8 The following procedure shall be followed to conduct an acceptance inspection:

1. When a supplier delivers the goods to the University, the Property Management Section shall conduct an acceptance inspection based on the value of a procurement project:
  - a. If the value of the procurement project is less than NT\$50,000, an inspection of the quantity is conducted solely by the Property Management Section.

- b. If the value of the procurement project is equal to or more than NT\$50,000, an inspection of the quantity is conducted jointly by the Property Management Section and the Office of Secretariat.
2. The staffer in charge of receipt and inspection shall ensure that the quantity received is the same as that specified on the Delivery/Completion Form. Only after all items are verified to be correct will the staffer sign the Delivery/Completion Form. Both the date and time of receipt shall be recorded on the Delivery/Completion Form.
3. After checking the quantity received is correct, the Property Management Section shall notify the requesting unit of making an inspection of quality and functions by sending an Acceptance Inspection Form along with the signed Delivery/Completion Form.
4. Except for property which requires testing, the requesting unit shall complete the acceptance inspection within fifteen days of receiving the goods and the Acceptance Inspection Form, and then clearly state whether to accept or reject the goods. The staffer requesting the procurement shall complete the Acceptance Inspection Form, and then submit it along with supporting documents (the Delivery/Completion Form, a function testing report, photos, records of working hours, punch cards, etc.) to superiors for approval.
5. the second-level administrative head of the requesting unit: reviewing the Acceptance Inspection Form.
6. the first-level administrative head of the requesting unit: reviewing the Acceptance Inspection Form.
7. Property Management Section: registering the Acceptance Inspection Form.
8. Dean of General Affairs: reviewing the Acceptance Inspection Form.
9. Office of Accounting: reviewing the Acceptance Inspection Form.
10. Office of Secretariat: reviewing the Acceptance Inspection Form.
11. President or his/her authorized representative: taking into consideration suggestions and comments made by the requesting unit and relevant units to approve or reject the acceptance inspection result.

Article 9 The receipt and inspection of the property by random sampling may be conducted once if the procurement meets one of the following conditions:

1. delivery by installments;
2. construction in phases;
3. acceptance inspection by segment; or
4. otherwise approved by the President or his/her authorized representative.

Article 10 The receipt and inspection may be conducted by the requesting unit or the Property Management Section by examining supporting documents provided if the procurement meets one of the following conditions. An on-site inspection or a direct inspection by random sampling shall be conducted, if necessary.

1. the item(s) procured is(are) delivered to a location other than the University;
2. the item(s) procured is(are) delivered after office hours;
3. it is hardly possible to appoint a staffer to be responsible for the inspection;
4. the item(s) procured is(are) supplied by a public enterprise at a certain fee;
5. the item(s) procured is(are) put into use instantly or within a very short period of time, thus making a direct inspection difficult;
6. where a certificate(s) of quality or quantity have(has) been issued by a government entity or an impartial third party after conducting an inspection;
7. it is a procurement of services; or
8. otherwise approved by the President or his/her authorized representative.

Article 11 Upon delivery of the property or services procured via urgent purchase requisition, the staff in charge of receipt and inspection shall first sign the Urgent Purchase Requisition Form.

Article 12 Unless otherwise agreed in the contract, the goods supplied by a supplier shall conform with the specifications indicated in the contract, and whether to accept the goods shall be subject to the inspection results provided by the University. If the supplier cannot provide any certificate, or if the University doubts the quality of the goods but has no appropriate laboratory apparatus, the University may have the goods tested by an impartial testing agency at the supplier's expense, regardless of the testing results.

Article 13 If there is any defect in or non-conformity of the goods supplied by a supplier with the contractual requirements, but the defect or non-conformity neither hinders the safety or use required nor decreases the general function or the function designated by the contract, the University may, depending on actual needs, ask for a reduction of the contract price and accept the goods, or return part or all of the goods to the supplier and request new ones by a given deadline provide that the University has determined that there is no need or it is difficult to make replacement. To accept the goods with a reduction of the contract price, the Dean of General Affairs shall set up a Supplier Appraisal Committee, which consists of personnel from the Office of Secretariat, the Office of Accounting, the General Affairs Section of the Office of General Affairs, the Property Management Section, and the requesting unit. The Dean of General Affairs holds the chairmanship of the Committee.

No acceptance with a reduction of the contract price shall be done unless approved by

the Committee and ratified by the President (or his/her authorized representative).

**Article 14 Handling of Non-conforming Goods:**

1. Upon delivery of goods by a supplier, the Property Management Section shall write down any non-conformity on the proof of delivery and sign the delivery receipt.
2. When any goods are found to be defective or otherwise not in conformity with the contractual requirements, the requesting unit shall write down the name(s) of the non-conforming item(s) along with reasons for non-conformity on the Acceptance Inspection Form, and then return the Form to the Property Management Section to be forwarded to the staffer in charge of the procurement project at the General Affairs Section.
3. Within three days of receipt of the Acceptance Inspection Form containing non-conformity information, the staffer in charge of the procurement project shall notify the supplier by phone about the non-conformity. If the supplier does not handle the non-conformity within ten days of being notified, the staffer in charge of the procurement project shall send a goods return notification to the supplier via registered mail with an acknowledgement of receipt after obtaining prior consent from the President.

**Article 15 Returning of Non-conforming Goods:**

1. Upon receipt of the goods return notification, the supplier shall collect the goods at the University within ten days of the date on which the notification is issued.
2. The supplier shall be held solely liable for any damage, loss or defect of the goods if the supplier collects the goods after the aforesaid deadline. The supplier shall also be responsible for storage fees or any other fees incurred as a result of late collection of the goods, if any.

**Article 16** For books, apparatus and equipment procured or presented by using grants offered from outside the University (e.g. MOST-funded research projects, industry-university collaborative projects, projects commissioned by the private sector, various tenders, etc.), the acceptance inspection shall be conducted in accordance with the Regulations, unless otherwise agreed with the organization which offers the grants.

**Article 17** Matters not mentioned herein shall be subject to the applicable laws as well as the applicable regulations and rules of the University.

**Article 18** The Regulations become effective on the third day of promulgation after being adopted by the University Administration Council and ratified by the President.

*Note: In the event of any disputes or misunderstanding as to the interpretation of the language or*

*terms of the Regulations, the Chinese language version shall prevail.*